United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:

In Re:

-V-

Case #:

)

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

Ruby J. Krajick, Clerk of Cour

by:

, Deputy Clerk

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 NOTICE OF APPEAL -Vciv. Notice is hereby given that (party) hereby appeals to the United States Court of Appeals for the Second Circuit from the Judgment [describe it] entered in this action on the (month) (Signature) (Address) (City, State and Zip Code) Date: ((Telephone Number)

<u>Note:</u> You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment or an officer or agency of the United States is a party).

United States District Court Southern District of New Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL -V- Pursuant to Fed. R. App. P. 4(a)(5), respectfully requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] [Signature] (City, State and Zip Code) Date:	FORME 1					
Office of the Clerk U.S. Courthouse S00 Pearl Street, New York, N.Y. 10007-1213 MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL -V- civ. () respectfully requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on	United State	es District Co	purt			
U.S. Courthouse 500 Pearl Street, New York, N.Y. MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL	Southern Dis	trict of New	York			
MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL -V- Pursuant to Fed. R. App. P. 4(a)(5), requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] (Signature) (City, State and Zip Code)	Office	of the Clerk	ļ			
MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL civ. () Pursuant to Fed. R. App. P. 4(a)(5), requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] (Signature) (Address) (City, State and Zip Code)	U.S.	Courthouse				
MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL civ. () Pursuant to Fed. R. App. P. 4(a)(5),	500 Pearl Street, Ne	w York, N.Y.	10007-1213			
Pursuant to Fed. R. App. P. 4(a)(5),		-X				
Pursuant to Fed. R. App. P. 4(a)(5),		 MOTI	ON FOR EX	TENSIC	ON OI	r TIME
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Pursuant to Fed. R. App. P. 4(a)(5),	•V•					
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Pursuant to Fed. R. App. P. 4(a)(5),	·	i	civ.	()	
Pursuant to Fed. R. App. P. 4(a)(5),		Ì				
requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on		-X				
requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on	D 44 7 1 D 4 D 46 75					
requests leave to file the within notice of appeal out of time. desires to appeal the judgment in this action entered on	Pursuant to Fed. R. App. P. 4(a)(5),		(narty)			_ respectionly
desires to appeal the judgment in this action entered on	requests leave to file the within notice of appeal	out of time.	(423)			
notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] (Signature) (Address) Date:	reduced tours to me and the species of affi					
notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] (Signature) (Address) (City, State and Zip Code)	desires to appeal the judgment in this action entered on				but	failed to file a
(Signature) (Address) (City, State and Zip Code)	notice of appeal within the required number of da	ys because:	(day)			
(Signature) (Address) (City, State and Zip Code)		which led to y	our failure to f	ile a notic	e of ap	peal within the
(City, State and Zip Code) Date:	, oquae on an angel					
(City, State and Zip Code) Date:						
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(City, State and Zip Code) Date:						
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(City, State and Zip Code) Date:						
Date:			(Ad	aress)		
Date:	•					
Date: () (Telephone Number)			(City, Stat	e and Zip	Code)	
Date: (Telephone Number)	75.4	,				
	Date:	ζ.	(Telepho	ne Numbe	r)	

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

Distract Court will receive it within the 30 days of the date on w the United States or an officer or agency of the United States is	hich the judgment was entered (60 days if a party).	
FORM 3		
United States District C Southern District of New Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y.	York	
X		
	AFFIRMATION OF SERVICE	
-V-		
	civ. ()	
X		
I,, d	eclare under penalty of perjury that I have	
served a copy of the attached		
upon	<u> </u>	
whose address is:		
Date:New York, New York		
· ·	(Signature)	
·	(Address)	
·······	(City, State and Zip Code)	
FORM 4		
APPEAL FORMS		

FORM 2

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

U.S. (Courthouse
500 Pearl Street, Ne	w York, N.Y. 10007-1213
	X
	NOTICE OF APPEAL
	AND
-V-	MOTION FOR EXTENSION OF TIME
-٧-	MOTION FOR EXTENSION OF TEXES
:	civ.
	-X
1. Notice is hereby given that	hereby appeals to
a transfer of the second for the Second	(party)
the United States Court of Appeals for the Second	Circuit from the judgment entered on tion of the judgment]
[Give a descrip	nion of the judgment
•	
2. In the event that this form was not receive	ed in the Clerk's office within the required time
	fully requests the court to grant an extension of time in
(party)	·
accordance with Fed. R. App. P. 4(a)(5).	
a. In support of this request,	states that
a. In support of this request,	(party)
this Court's judgment was received on	and that this form was mailed to the
(date)
court on	
(date)	
	/Cimatum)
	(Signature)
	(Address)
	(City, State and Zip Code)
	and the second s
Date:	()
	(Telephone Number)

Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the